

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
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SUMMARY OF REVISION/REVIEW

Procedure III.B – New section. Incorporated Procedure Directive #2021-001

APPROVED:



PAMELA MORELLO, WARDEN
WORK ETHIC CAMP

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PURPOSE

To provide procedural guidelines for the Work Ethic Camp (WEC), within the Nebraska Department of Correctional Services (NDCS) objectives, for visitation of inmates.

GENERAL

The WEC, has developed these guidelines to increase opportunities for inmate self-development and to maintain a safe, secure, and humane environment for inmates, staff, and the public.

PROCEDURE

I. VISITATION

Written information regarding procedures governing visitation will be made available to inmates. At a minimum, the information will include, but not be limited to the following:

- A. WEC address/phone number, directions to the WEC.
- B. Days and hours of visitation.
- C. Approved dress code and identification requirements for visitors.
- D. Items authorized in visiting room.
- E. Special rules for children.
- F. Authorized items that visitors may bring to give to inmate, if any.
- G. Special visits (for example: family emergencies).

II. NDCS Rules and Regulations - Visiting – Chapter 4 (Attachment 1)

A. Applicability

These guidelines shall apply to all WEC staff, inmates, and visitors.

B. WEC Policy

If rules and regulations governing such activities are violated, visiting privileges may be suspended.

C. Posting Visiting Regulations

1. The Warden shall ensure that copies of this rule and other regulations of the WEC concerning visiting are posted in the Front Lobby area, or available in the Search Room adjacent to the visiting area.

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2. Copies shall be provided to any person or visitor upon request.
3. Copies of this Procedure shall be made available to the inmate population.

D. Visiting Records

The Warden shall ensure that a record of each visitor that enters the facility be kept in the WEC Reception Area. The record will include:

1. Sufficient identification of the visitor,
2. Dates/times of arrival and departure of visitors,
3. Names of inmates visited by each visitor.
4. Visitor's Register (Attachment 2).

E. Visiting Lists

An inmate may receive visits from any person who has completed/submitted the Visitation Request Form, subject to the approval of the Warden/designee. Visitors may be refused admission to the WEC for failing to abide by the Rules and Regulations. Such refusal by the visitor may also result in the visitor being removed from the Visiting List. Such action by the WEC or NDCS shall be set forth in a written statement to the visitor(s) and the inmate to be visited. Such a statement shall also indicate the reasons for the action. Inmates aggrieved by such action may appeal through the grievance procedure.

F. Visiting Procedures

1. Each adult visitor, upon admission to WEC will be required to verify his/her identity and provide other vital information requested by the Warden/designee. Proper identification documents include an official photo ID (Driver's license, military ID, etc.).
2. All visitors - including visitors to inmates, attorneys, members of the clergy, and groups, including family members of staff touring WEC, shall be searched prior to being allowed entrance to WEC per Administrative Regulation (AR) 203.01 - Security and Control. Search procedures for attorneys on official business do not include pat searches. Attorneys not on official business will be pat searched. (See AR 203.01)
 - a. Visitors will be required to leave the premises if they refuse to be searched. Searches may include the use of canine units and/or metal detectors.
 - b. Law enforcement officers will be called in the event illegal contraband is found on a visitor.
3. Appointed/Elected Officials of the State of Nebraska on official business are exempt from this Policy.

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4. Pat searches of all visitors entering WEC shall be conducted by trained personnel.
5. The Warden will establish a dress code for visitors. (See Procedure VIII and WEC Visitor Rules and Regulations).
6. Inmates who have been convicted of certain offenses against minors may be subject to visiting restrictions. (See Procedure III.)

III. ADDITIONAL VISITING REGULATIONS

A. Visitation Applications

No visitors will be permitted to visit prior to submittal of the authorized visiting forms and approval by the Warden/designee. False or incomplete information on this form may result in a denial of visiting privileges.

1. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain a Visitation Request Form (VRF) (Attachment 3) from the Work Station, Caseworker, Case Manager or Visiting Corporal and mail them to those individuals they desire to have placed on their approved Visiting Lists. Each prospective visitor must complete the VRF and mail it back to the WEC for processing. Prospective visitors will not pick up/drop off Visitation Request Forms from/to the WEC. The Unit Manager is designated to approve or deny VRF's.
2. All VRF's received at WEC will be date-stamped by staff. The VRF's will be forwarded to a Visiting Corporal for processing. The visitor's name will then be cross-referenced with NDCS Visitor Rosters to ensure the visitor is not on any other inmate's Visiting List, (exception, See B.1.d. below).
3. The Visiting Corporal will forward all VRF's to the Unit Manager noting recommended approval/denial based on the information gathered in the checks.
 - a. If approved, the Unit Manager will sign off and return the VRF to Visiting Corporal. The bottom portion of the VRF will be completed and forwarded to the appropriate inmate, which is his official notification of the status of a particular visitor's application. The Visiting Corporal will add approved visitors to an inmate's visiting list.
 - b. If denied, the Visiting Corporal will make appropriate notation on the bottom of the VRF form stating reasons for denial and return the bottom portion of the VRF form to the identified inmate, such information will be added to the inmate's visiting list.
4. Whenever an inmate receives a VRF notification slip from Visiting Corporal indicating that a particular visitor has been approved/denied to visit him, it is the responsibility of the inmate to notify that person that he has been approved/denied to visit.

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B. Scheduling A Visit

After approval of visitation application, a visiting adult can schedule a visit.

1. To schedule a visit, go to the NDCS website at <https://www.corrections.nebraska.gov>.
2. From the home page, click on visiting hours or search "visitation" using the search feature.
3. Select the facility in which you wish to visit.
4. Click on the "Schedule a Visit" bar. The on-line form will appear. Complete the on-line form.
5. If you will be bringing any child(ren) to the visit, you must include their names and information in the on-line form. All children must have an approved visitation application on file.
6. Complete the visit preference dates including alternate dates/times and click "Submit".
7. All visitation requests must be submitted at least seven days prior to the selected visit date.
8. Visits are scheduled on a first come, first serve basis. You will receive an email notification at least three days in advance of your approved visit.
9. To cancel a scheduled visit for any reason, notify the facility as soon as possible.
10. You must arrive to the facility 15 – 30 minutes prior to your approved visit for processing. Late arrivals will not be processed.
11. Be sure to read all the current visitation rules and updates on the website PRIOR to the date of your approved visit. If you have further questions about your visit it is recommended you contact the facility prior to your approved visit.

C. Limitations

1. Number/Space

Generally, WEC Policy and Procedure concerning the number of visitors per inmate, the length of visits, and the days designated for visitation are determined by the WEC's visiting area capacity, and the nature of WEC.

There is not a limit to the number of visitors an inmate may have on his/her authorized Visiting List, however, all visitors must be approved by the WEC staff prior to visiting.

Specific visiting policies limiting visitation are as follows:

- a. No more than four adults may visit an inmate during any one visiting period. There may be a reasonable number of approved minors present as long as they are supervised. The Work Ethic Camp reserves the right to impose reasonable

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restrictions on the number of visitors who may visit at one time to prevent overcrowding in the visiting room or to eliminate difficulties in the supervision of visits.

b. Visitors who leave the WEC will not be permitted to resume their visiting privilege for that session.

c. Visiting days and times at the WEC are:

Saturday—0800 to 1045 and 1300 to 1600 for inmate’s last names that begin with A-M

Sunday – 0800 to 1045 and 1300 to 1600 for inmate’s last names that begin with N-Z

There is one visiting day per week for all inmates. Approved visitors may visit during both sessions on that assigned day.

d. Any visitor who is an “immediate” family member of one or more inmates housed at the WEC and who is otherwise approved for visiting may be placed on each respective “immediate” family member inmates visiting lists. In addition, that visitor also may be placed on the visiting list of one other non-immediate family member’s list, i.e. as long as that visitor is not the spouse of one of those immediate family members. The following examples demonstrate how this policy works:

(1) A mother may be placed on her two sons’ visiting lists and on one other non-immediate family member’s visiting list.

OR

(2) A sister may be placed on her father’s and brother’s visiting lists and on one other non-immediate family members’ visiting list.

OR

(3) A brother may be placed on his three other brothers’ visiting lists and on one other non-immediate family members’ visiting list.

OR

(4) A spouse may be placed on her husband’s and father’s and a brother’s visiting list and on one other non-immediate family members’ visiting list.

OR

(5) When a visitor is approved on two or more inmate’s visiting lists (i.e. two or more immediate family members and/or one non-immediate family member) that they will not be allowed to visit the inmates together unless they are immediate family and written approval has been obtained from the Assistant Warden prior to the visit. Inmates who are not related (immediate family) cannot visit together. If

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such approval is granted, this information will be forwarded to the Pass Clerk who will enter the information into the Visitor Database.

- e. For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in place of parent (as documented in the Master Record), sibling, stepbrother, stepsister, half-brother, half-sister, child, step-child, grandparent, and grandchild.

2. Age Requirements

a. Persons 19 years of age and above:

- 1). Must complete and submit an individual Visitation Request Form (VRF) to the Warden/designee,
- 2). May visit without parent or guardian.

b. Persons 18 and under:

- 1). Must complete and submit an individual VRF to Warden/designee.
- 2). Must be accompanied on the visit by parent, legal guardian, or court appointed agent or other authorized adult (age 19 or above).
- 3). Must submit notarized permission letter from parent, guardian, or court appointed agent to visit in company with another authorized adult.
- 4). Parent, legal guardian, court appointed agent, or another authorized adult who accompanies said minor must also be on the inmate's approved Visiting List.
- 5). Minors age 18 and under must have a birth certificate to present to the Visiting Staff during their first visit.
- 6). All minors age 16 and older must also present a picture ID to the Visiting Staff on all visits.

Minors who are married do not need parental or legal guardian consent to visit their spouses but must be approved visitors via the VRF process. They also will be required to present a copy of their Marriage License along with the VRF.

3. Criminal Records

Persons with criminal records are not automatically excluded from visiting. In determining whether or not to approve a person with a criminal record, the nature and extent of that person's total criminal record, plus his/her history of recent criminal activity is weighed carefully against the benefits of visitation. The Warden/designee shall retain final authority to review,

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assess and approve/disapprove applications to visit. Appeals of denials to visit must be submitted in writing to the Warden.

NOTE: Failure to list previous criminal convictions on the VRF can result in denial of visiting privileges.

- a. Generally, parolees, probationers, or persons having pending charges will not be granted permission to visit during service of sentence or disposition of charge and ex-felons will not be granted permission to visit for three years after expiration of sentence, except for immediate family who may be considered at the end of one year. Ex-misdemeanants will not be granted permission to visit for six months after expiration of sentence. Immediate family may be considered after three months.
- b. Exception may be made for a spouse/immediate family member who may be allowed to visit once a month by special approval from the Warden/designee. It will be the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a letter from the supervising probation/parole officer recommending either approval or denial of visiting privileges.
- c. The Warden/designee must approve all VRF's submitted by the victim of a violent offense, when that offense is committed by the inmate being visited, if such information is known to WEC staff.
- d. Immediate family members having pending misdemeanor/felony charges may be considered for monthly special visits pending resolution of the charges.
- e. An NCIC (National Crime Information Center) computer check to verify visitor identity and to ensure the accuracy of VRF information will be done on all visit applicants submitting a VRF (both adults and minors).
- f. Following the release of an inmate on parole or an inmate to ISP, or when an inmate is placed on "walk away" status or bond, the Records Officer will stamp all current visitor application forms in the classification file "deleted". These records will also be deleted in any computer files.

4. Employees/Prior Employees

- a. Generally, prior employees will not be granted permission to visit except with immediate family members. All Visiting Request Forms received from prior employees must be submitted to the Warden for review. The Warden may deny the visitation request based on safety/security concerns specific to the individual requesting to visit. If the Warden is requesting to visit, a recommended disposition shall be submitted to the Director/designee for final approval. The Director/designee may deny the visitation request based on safety/security concerns specific to the individual requiring to visit.

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- b. For instances where the prior employee is attempting to visit an inmate who is not an immediate family member the following will be considered:
 - 1). The nature of the prior employees' relationship to the inmate.
 - 2). The length of time the visitor has known the inmate.
 - 3). Circumstances or reasons for employment separation including eligibility for re-hire, intelligence reports, investigations, and violations of work rules during employment.
 - 4). Any investigation or intelligence information received after employment separation.
- c. Generally, NDCS employees will not be approved to visit. Employees must make a written request to the Warden of the facility where the inmate is incarcerated to be considered as well as the Warden of the facility the employee is assigned to.

IV. TYPES OF SPECIAL VISITS

All visitors must be authorized by the Warden/designee. (See Attachment 4 Special/Extended/Emergency Visit Request form)

A. Special Visits

A special visit may be requested by an inmate at WEC for professional not on the inmate's approved visiting list, to include prospective employers, attorneys, members of the clergy, and social service representatives. Special visits must not interfere with counts, security measures or emergencies and must take place during regular business hours of normal visiting hours. All special visit requests are subject to the approval of the Warden; denials shall be based on safety/security concerns specific to the individual requesting to visit.

Special visits are not permitted for family/friends of inmates in advance of or in lieu of obtaining approval to visit through the established Visiting Request Form process. Family/Friends of the inmate must be on the inmate's approved visiting list before they are permitted to visit.

B. Extended Visits

An extended visit may be requested by an inmate at WEC for individuals on the inmate's approved visiting list who visits infrequently (less than one visit per month) because of long distance (more than 200 miles from the facility). Special visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. Extended visits and visiting hours are subject to the approval of the WEC Warden; denials shall be based on safety/security concerns specific to the individual extended visit request.

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C. Emergency Visits

An emergency visit may be considered for instances of a verifiable death or critical illness to a WEC inmate's immediate family and may include a visit during non-visiting hours and/or extended visits during regular visiting hours. Emergency visits are subject to the approval of the WEC warden; denials shall be based on safety/security concerns specific to the individual emergency visit request.

In cases of a verifiable death of critical illness to an inmate's immediate family the inmate shall be notified as soon as possible. (Attachment 5)

D. Inmates who Have Committed Crimes in which Victim(s) were Minor Aged Children (under 19 Years of Age)

1. The file of each inmate shall be reviewed to determine if any record exists meeting the above criteria. Newly committed inmate files shall be reviewed by WEC staff. If such a record exists, the person reviewing the record will list the information on the NDCS Inmate Summary of Crimes Against Minors form (Attachment 6).
2. Once the inmate has been identified, the SQLE database for "prior contact with minor" will be updated. The entry will automatically update the SQLE classification study and the visitor's list databases. In addition, the Records Office will have a red-inked stamp titled "contact with minor" and will stamp the front cover of the inmate's file.
3. The WEC Warden shall have the authority to impose visiting restrictions on identified inmates on a case-by-case basis. The Warden will indicate restrictions on the NDCS Crimes Against Minor-Aged Children form (Attachment 7). Designated staff will ensure the inmate signs and receives a copy of the form. If the no physical contact with minor age children restriction is imposed, additional actions may include restricting these inmates to visiting children/youth at designated times and/or designated authorizes areas, excluding visitors under the age of 19 from the inmate's approved visiting list, and or suspension of all visiting privileges until the inmate has received treatment intervention. The visits shall be closely monitored by visiting room staff. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and the visitor from the visiting area, and the issuance of a misconduct report. Penalties imposed against inmates will be consistent with agency disciplinary procedures. Actions imposed on visitors will be handled administratively by the Warden as referenced in the Visiting Restriction Guidelines. Factors considered in making the above determination may include, but are not limited to, the following considerations:
 - a. Length of time since last child-related offense occurred.
 - b. Seriousness of prior offense(s).
 - c. Number of prior offense(s).
 - d. Mental health status of minor child and/or inmate.
 - e. Age of requested visitor and relationship to inmate.

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f. Inmate history of violence.

4. Warden have the authority to modify or eliminate visiting restrictions imposed as provided in this section. Such modification or elimination shall be in consultation with appropriate mental health, program and custody staff.

E. Inmate to Inmate Visits

Inmate to inmate visits may occur when the following criteria are met:

1. One inmate must be on community custody status.
2. The visit request will be initiated by the community custody inmate.
3. The inmates must be immediate family as defined by current departmental guidelines (see III.B.1.e. above).
4. The visit must be approved by each Warden/designee.
5. The visit will generally occur during regular visiting hours.
6. The community custody inmate must produce his/her inmate I.D. prior to being allowed to visit at a secure facility.
7. The community custody inmate will be strip searched upon arrival and upon leaving the secure facility.
8. Visits may be approved once every three months.
9. If the facilities are in the same city, the visit may be done on pass; if the facilities are in different cities, the visit may be done on furlough.
10. If the visit occurs during furlough, it will be considered one of the inmate's four hour daily approved itinerary activities.
11. An approved volunteer sponsor will provide transportation.
12. The approved volunteer sponsor may also participate in the visit if the sponsor is on the visiting list of the inmate to be visited.
13. If the approved volunteer sponsor is not on the visiting list, he/she will be required to stay at the facility during the visit.

F. Holidays

Inmates will be allowed visits on Thanksgiving Day, Christmas Day, and New Years Day, regardless of

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the days upon which the holiday falls. Holiday visiting hours will be 0800 – 1045 and 1300 – 1600. All other holidays will be treated as any other day relative to whether visits are allowed. If these other holidays fall on regular visit days, then visits will be allowed; but if they are on non-visit days, no visits will be allowed.

V. VISITOR DELETIONS


Any inmate may request that one or more persons listed on his/her approved Visiting List be deleted from the List by completing a Visitor's Deletion Request Form (Attachment 8). The deleted visitor(s) name(s) will not be placed on another inmate's approved visiting list for six months.

The deleted visitor's name(s) also will not be reinstated on an inmate's visiting list for six months (if the visitor's name was previously removed at that inmate's direction). A visitor may request deletion by submitting the request in writing to the Warden. Such visitor-requested deletions require the visitor to wait six months before he/she may be placed on another inmate's list. The six-month waiting period will also apply to clergy status visitors; however, the Warden may waive the six-month waiting period at the recommendation of the Religious Coordinator. In the event that the individual requesting deletion has not visited for a period of at least six months, the Warden may waive the six-month waiting period to be added to another inmate's visiting list.

VI. PROCESSING VISITORS INTO THE FACILITY

A. The function of the Control Center Corporal is to control movement of authorized and special visitors in and out of the institution, preserve security and maintain records of visitor traffic. To ensure that the visiting process is conducted with these points in mind, the following basic rules and procedures shall be adhered to:

1. Each adult visitor will present at least one form of photo identification to the Control Center Corporal each time he/she enters the institution. (See Section II.F.1)
2. The Control Center Corporal will exercise good judgment in establishing that each visitor has provided sufficient identification. If ever there is a question concerning the identification, the Control Center Corporal will consult the Shift Supervisor who makes the decision as to whether to approve a visit.
3. Each time a visitor enters the institution, he/she is required to sign in on the visitor's register. Each visitor will include the date, name of the inmate they wish to visit, their (visitor's) name, vehicle license number, time in and time out for visits.
4. After registration of visitors, the Control Center Corporal will advise the inmate of the visit via the public announcement system.
5. In certain special circumstances, the Work Ethic Camp may consider granting one (1) visitor permission to visit two (2) or more inmates simultaneously (e.g., a mother may want to visit two sons during the same visiting period). Approval must be obtained prior to the visit. If such approval is granted, it will be communicated to Case Management staff who will indicate it on a special visit form or via memorandum.

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VII. VISITOR RESPONSIBILITY, CONDUCT, AND BEHAVIOR

It is the responsibility of the visitor and the inmate to conduct themselves in a manner that will not bring discredit upon them or be disruptive to other visitors in the area.

- A. Each visitor must verify his/her identity. Visitors must register upon entry into the institution and may be subject to a search of persons and belongings as specified by written procedure, to include canine searches, prior to entrance. It is the responsibility of the visitor and the inmate to conduct themselves in a manner that will not bring discredit upon them or be disruptive to other visitors in the area.
- B. Attorneys entering a facility on official business will be required to show a current photo ID along with a valid Bar Card. Attorneys will not be subject to a search of their person; however, the attorney's belongings will be searched. Staff will not read any legal materials during the search of the attorney's belongings. The attorney will be cleared with the handheld metal detector wand and be under escort while in the facility.
- C. Attorneys are authorized to bring in the following items: digital camera, and laptop or tablet that does not have cellular capability. Attorneys will present these items for inspection, and a notation will be made in the log at Central Control.
- D. WEC prohibits all persons from introducing an electronic communication device within WEC without prior authorization, or as specifically authorized by NDCS policy.
- E. No person is permitted to provide an electronic communication device to an inmate of the WEC.
- F. An electronic communication device is any device which, in its ordinary and intended use, transmits by electronic means writing, sounds, visual images, or data of any nature to another electronic communication device. An electronic communication device does not include any device provided to an inmate by the Department of Correctional Services.
- G. A person who intentionally introduces within WEC or intentionally provides an inmate at WEC with any electronic communication device commits an offense for which he/she may be criminally charged.
 - 1. The following individuals are exempt from prosecution for this offense:
 - An attorney or an attorney's agent visiting an inmate who is a client of the attorney.
 - The Public Counsel or any employee of his/her office.
 - A peace officer acting under his/her authority.
 - An emergency responder or firefighter responding to emergency incidents within WEC.
 - A person acting with the permission of the NDCS Director. NRS28-936.
- H. An electronic communication device involved in a violation of NRS 28-396 shall be subject to seizure by the Department or a peace officer, and disposition may be made in accordance with the method of disposition directed for contraband in NRS 29-818 and 2-820.

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I. The procedure for obtaining approval to introduce an electronic communication device within WEC is as follows:

1. A Cellular Device Institutional Use Request (attachment 9) must be completed and submitted to the NDCS Director. Only the Director or his/her designee can grant permission to introduce an electronic communication device within WEC.
2. If approved, human resources at Central Office will issue an institutional use card which will include the approved person's photo, name, title, phone number, brand, and model of the device. To be valid, the information on the card must be accurate.
3. Prior to proceeding past the first institutional check point, the card and authorized device will be presented for verification. The card will be retained at Central Control, providing inventory and tracking control.
4. Upon exiting the WEC, the device will be presented for verification, and the card returned to the individual.
5. If an electronic communication device is approved, individuals introducing such device are required to abide by all departmental and WEC restrictions regarding photography in NDCS facilities. The taking of photos/video must be approved, in advance, by the Warden or communications office.

J. Visitors may be denied access to visit for reasons including, but not limited to:

1. A visitor refuses to show appropriate identification.
2. A visitor refuses to submit to a search.
3. A visitor appears to be under the influence of an intoxicating substance.
4. Possession of contraband that is prohibited by the department policy.
5. Inappropriate dress, as defined in this policy.
6. Poor sanitation and hygiene of visitor.
7. False or incorrect information on the VRF or attempting to visit under a false identification.
8. Any circumstances that presents a threat to the security of the institution, staff, visitor, and/or inmates.

K. Supervision of Children

It is the responsibility of the visitors to supervise and maintain control over accompanying children. **NEITHER VISITORS NOR INMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS WHILE ON DEPARTMENT PROPERTY.** If a child becomes disruptive

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during a visit and is not controlled by appropriate verbal direction from the supervising visitor or the inmate, the visit may be terminated.

L. Infant Feeding

Ideally, visitors will feed infants prior to entering the visiting area or use bottles. In the event a visitor needs to nurse an infant in the visiting area, staff must ensure she has a receiving blanket or cloth diaper so she will remain covered. Such visits should be conducted in order to provide her with as much privacy as possible without jeopardizing facility security. Such instances shall be treated professionally and discreetly. The Shift Supervisor/designee may move the visit to a table in the visiting area that gives more privacy to the visitor. Blankets, cloth, etc. will not be used as a lap cover or draped over tables, benches, or chairs.

M. Posted Rules/Staff Instructions

Visitors and inmates must obey WEC staff instructions and posted Rules and Regulations. Canine searches of visitors may take place. Visitors and inmates must accept joint responsibility for behaving in a mature, responsible manner which is respectful of the rights of other inmates and their visitors.

N. Physical Contact

The only types of physical contact authorized are: (1) a short embrace and kiss when the inmate and visitor meet for the visit and again when the visitor is preparing to depart from the visit; (2) holding hands as long as the hands are in full view and the hand holding is not improper; (3) inmates holding their small children (age 5 and under) on their lap.


1. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:
 - a. Either visitors or inmates sitting with an arm or their arms around each other.
 - b. Kissing
 - c. Caressing
 - d. Fondling
 - e. Visitors and inmates will not be allowed to sit on each other's lap or straddling chairs. Inmates may be permitted to hold children, age five and under, during visits. No other exceptions to this provision shall be made.
 - f. Inmates and visitors will not feed each other.
 - g. No talking to other visitors or inmates during the session.
 - h. No massages.

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2. Inmates on "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation.
3. It is the responsibility of the inmate to avoid any inappropriate or questionable behavior during visits.
4. Staff are authorized to immediately terminate a visit if hands are not visible or any inappropriate conduct or physical contact takes place.

O. Visit Area

1. Inmates not visiting will not loiter while visits are in progress, nor will visiting inmates socialize with non-visiting inmates while the visit is in progress.
2. After registration of visitors, the Reception Area Staff will inform other staff of the inmate's visit.
3. The dates of all visits will be recorded in the Visitor Database. There will be no exceptions. This record will not be revealed to the public without the written consent of the inmate.
4. If a non-approved person arrives and requests permission to visit an inmate, he/she will be required to wait until the Shift Supervisor/designee has accomplished the following:
 - a. Check inmate's WEC file to ensure the person has not been previously disapproved. If he/she has been disapproved, the visit will be denied.
 - b. If not previously disapproved, determine if the person's situation coincides with the "special visit" requirements (Procedure IV.A. above). If the special visit requirements are not met, the visit will not be approved, and the person told to write the inmate to request initiation of a VRF.
 - c. If special visit requirements are met, the inmate concerned will be contacted to complete the Special Visit Request form, which may be approved by the Warden/designee. The visitor will be required to follow all processing procedures as required of all other visitors. The Shift Supervisor should also check the WEC inmate's Visitor by Name Roster and the WEC Visitors by Inmate Roster located in the Records Office to ensure the person(s) requesting to visit is not on another inmate's Visiting List.
 - d. Any questions about approval/disapproval of a non-approved person will be referred to the Security Administrator (during regular hours) or the Warden (after hours).
5. In certain special circumstances, the WEC Warden/designee may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit two sons during the same visiting period). If such approval is granted, it will be communicated to the Reception Area staff, who will indicate it in the respective inmate's Visiting Record.

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6. At the conclusion of the visit, inmates and visitors share a responsibility for cleaning up the immediate area which was used for their visit.

VIII. VISITATION RESTRICTION/SUSPENSION

A. Visit Restriction

It is the policy of the NDCS and the WEC to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process. However, inmates and visitors share a responsibility with the NDCS for proper conduct during the visiting process. Some actions which may result in either temporary or permanent visiting restrictions are: (see Attachment 10 for specific restriction time periods)

1. Improper inmate or visitor conduct during the visiting process.
2. Disruptive behavior.
3. Introduction of contraband into WEC or taking unauthorized items or property from the WEC (criminal prosecution possible).
4. Giving inmate(s) cash, money, documents, or any other property.
5. Refusal to submit to a search of any type (this may include canine, pat search or other searches as indicated/approved).
6. Violation of any posted Visiting Rules and Regulations or failure to follow staff instructions.
7. Leaving the visiting area and proceeding into an unauthorized area.
8. Any actions that jeopardize the safety, security and good order of the WEC.
9. Providing false or incomplete information on the VRF or visiting, or attempting to visit, under a false identification.
10. Physical contact with a minor by an inmate on "No Contact" status with minors.
11. Poor sanitation and hygiene of visitor; and
12. Positive detection by any of the means specified in #5 above.
13. Insufficient visiting room space available.
14. The failure to prevent children from disturbing other persons in the visiting area.
15. Excessive physical contact between visitors and inmates.
16. Refusal to clean up the area that was used for the visit.

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B. Visit Suspension

The Warden may suspend the visiting privileges of the visitor. Suspensions shall be in accordance with NDCS Visiting Restriction Guidelines. Based on the severity of the incident, the Warden has the discretion to suspend visitation on the first offense for all rules violated (attached exclusions may range from denial of visiting for the day, suspension of visiting for a specified period, or permanent removal from the approved visiting list). A violation that poses a significant risk to security or injury to another person can result in an immediate and indefinite restriction. Indefinite removal shall only occur with the written approval of the Warden. Visiting suspensions shall occur by stating the fact in a letter to the person and citing the reasons for it.

The statement of reasons may be deleted if it would jeopardize the security of the institution or the safety of an individual. The inmate involved will also receive a copy of the letter.

In the same letter to the visitor, the Warden will specify the length of time that the suspension is to last (i.e., whether indefinitely or for a specified period of time). In the case of an indefinite suspension, the letter will include a date when that visitor may resubmit an application for visiting privileges. Visitors that are suspended from visiting at WEC are suspended from visiting at all NDCS facilities. Exceptions may be considered by the Warden if immediate family members are involved.

Any inmate aggrieved by the removal from his visiting list of one or more of the approved visitors from his visiting list may appeal such action through the regular grievance procedure.

C. Modification

The Warden may modify the condition of the visit based on results of any part of the search procedures, for example canine search. Additionally, behavior on the part of the inmate or the visitor may require a modification.

IX. VISITING ATTIRE

A. Visitor Attire

When visiting WEC, casual attire is appropriate. However, clothing should not be distracting or offensive to inmates or to other visitors, and must be in good repair. Footwear in good repair is required to be worn at all times; open toe shoes are allowed. A lightweight outer jacket/sweater without any pockets may be worn in the visiting area. Female visitors are encouraged to wear slacks/pants.

1. Visitors must wear undergarments. Visitors may not wear multiple layers of undergarments. Females must wear one bra and one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear one pair underwear/undershorts.
2. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.

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3. Shorts or skirts/dresses are permitted for adult visitors if they are at or below the knee when standing.

Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; staff will perform the pat search through the aforementioned clothing.

4. Shirts and dresses must cover the shoulders. Shirts/dresses shall not be low-cut in the front (no cleavage may be visible) or unusually low-cut in the back.
5. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.
6. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
7. Clothing that is tight fitting (clothing will be considered tight fitting if it reveals the outline of genitalia or the areola), revealing, or made of see-through fabric shall not be allowed.
8. Clothes will be expected to be in good repair with no rips, tears, or pockets that are torn to allow access beneath the garment.
9. Hats, headbands, hooded clothing or outerwear are not allowed. Clergy are permitted to wear religious headwear.
10. Watches, exercise trackers, and similar devices are not permitted.

No visitor shall be refused the opportunity to visit due to visitor dress code violations except as approved by the Shift Supervisor or higher authority.

B. Inmate Attire

All inmates shall be required to wear state issued clothing. All clothing shall be clean and ironed, with shirt tucked in and buttoned up to the top button. Soiled, torn, or otherwise inappropriate clothing will not be worn in the visiting area.

C. Inmate Processing

Inmates will be strip-searched going to and leaving the visiting area.

X. APPROVED VISIT ITEMS

Control over items brought into the visiting room/area is necessary for the safety/health and welfare of the inmates, visitors, and staff. Only the Warden/designee may authorize items other than those listed below.

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A. Inmate items

Inmates are permitted the following items in the visiting room/area:

1. One ring.
2. One handkerchief.
2. One comb.
3. One pair prescription glasses.
4. One religious' medallion/headwear.
5. Authorized medical prosthetic appliances such as artificial limbs, wheelchairs, canes, hearing aids, crutches, etc., heart and asthma medication.
6. Two earrings and one necklace.
7. One religious book for clergy visits.
8. Legal materials for an attorney visit.

B. Visitor Items

Visitors are permitted the following items in the visiting area.

1. Heart and asthma medication; other medication may not be taken into the visiting room without prior approval from the Warden/designee. Medication must be in original container.
2. Infant/child necessities apply to children three and under. Necessities include: four (4) disposable diapers; a reasonable amount of unopened food or juice in a clear plastic containers (no glass containers); two (2) clear plastic formula-type baby bottles which hold milk or juice; one (1) clear plastic sipping cup; eight (8) wet wipes inside a clear bag, one (1) receiving blanket, one (1) teething instrument, and two (2) toys of a simple, non-weapon, plastic type for pre-school age. Bottles will be opened and filled from an unopened milk/formula/juice carton in the presence of staff. No stuffed toys or dolls are allowed.
3. Visitors may not bring in food for consumption during the visiting period.
4. Except as authorized in the following, all visitors' personal property shall be secured in their vehicle or in lockers provided by WEC:
 - a. Sufficient identification to verify the visitor status/relationship.
 - b. One comb, one handkerchief, jewelry as appropriate, one religious medallion/headwear, and one pair of prescription glasses; and

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- c. Authorized medical prosthetic appliances, such as wheelchairs, canes, artificial limbs, hearing aides, crutches, med-alert jewelry, service animals, etc.
- d. Tobacco products may not be used on the grounds of WEC. Tobacco must be secured in the visitor's vehicle and will not be brought into the facility.
- e. Legal materials needed for an attorney/client visit.

Cellphones/electronic communication devices need for the attorney visits must be logged at the front entrance.
- f. Religious materials for a clergy visit.
- g. Credentialed media representatives approved to visit with an inmate are authorized to bring two pens and one pad of legal-size paper for the purpose of taking notes. The pens and pad of paper will be inspected by staff prior to entering the visiting room, and at the end of the visit with the inmate (inspected, but not read). The inmate is not authorized to bring any documents to the visit session or take any of the notes back to his living area.

XI. INMATE CHANGE OF STATUS

The inmate shall designate an immediate family member or visitor to be contacted in the event of an emergency or otherwise being unable to visit and to coordinate the desired visiting days. When the inmate is unable or not allowed to personally notify someone, the Warden/designee shall notify a visitor of the change of status. If, after a reasonable effort, the Warden/designee is unable to contact a visitor to relay a major change of status, then the inmate will be so notified.

XII. ANNUAL REVIEW AND UPDATE

Policies and Procedures governing visiting will be reviewed annually and updated as necessary.

REFERENCES

- I. **STATUTORY REFERENCES:** Neb. Rev. Stat. SS83-173 and 83-186, NDCS Rules and Regulations, Chapter 4, Visiting.
- II. **ADMINISTRATIVE REGULATIONS:**
 - A. AR 203.01, Security and Control.
 - B. AR 205.01, Inmate Mail.

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III. ATTACHMENTS:

- A. NDCS Rules and Regulations, Chapter 4 (Attachment 1)
- B. Visitor's Register (Attachment 2).
- C. Visitation Request Form (Attachment 3).
- D. Special/Extended/Emergency Visit Request (Attachment 4).
- E. Inmate Immediate Family Medical Notification Form (Attachment 5).
- F. Inmate Summary of Crimes against Minors (Attachment 6).
- G. NDCS Crimes against Minor-Aged Victims (Attachment 7).
- H. NDCS Visitor Deletion form (Attachment 8).
- I. Cellular Device Institutional Use Request (Attachment 9).
- J. Visiting Restriction Guidelines (Attachment 10).
- K. WEC Visitor Rules and Regulations (Attachment 11).

**NEBRASKA
DEPARTMENT OF CORRECTIONAL
SERVICES**



RULES AND REGULATIONS

Title 68 Nebraska Administrative Code

DCS-A-sty-002

REVISED ON THE FOLLOWING DATES:

January 9, 1978
October 27, 1978
September, 1985
May 18, 1987
February 13, 1989
September 2, 1989
August 12, 1990
December 20, 1994
July 7, 1998
May 27, 2000
December 28, 2008
December 21, 2013

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Chapter 4 - VISITING

001 - Applicability. This rule applies to all facilities operated by the Department of Correctional Services.

002 - Department Policy. Inmates shall have visiting privileges as long as the inmate does not violate the rules and regulations governing visiting.

003 - Posting Visiting Regulations. The Warden shall ensure that copies of this rule and other regulations of the facility concerning visiting are posted at the entrance of the facility and at the visiting areas. The Warden shall provide copies to any person upon request.

004 - Visiting Records. The Warden shall ensure that a record of each visitor who enters the facility be kept, including the visitor's verified identity, the dates and times of the arrival and departure, and the names of the inmates visited.

005 - Visiting Lists. An inmate may receive visits from anyone he or she chooses, subject to the approval of the Warden. The Warden shall consider the effect that the presence of the visitor has on the staff and the inmates. Visitors may be refused admission to the facility or removed from a visiting list for violating visiting rules and regulations. The Warden will advise a person removed from a visiting list of the removal in writing, stating the reasons for the removal, with a copy to the inmate who was to have been visited.

006 - Visiting Procedure. Each visitor must verify his/her identity. In addition, the Warden may require visitors entering the facility to submit to a search of person and belongings prior to entrance.

007 - Visitor Dress Code. The Warden may establish and enforce a dress code for visitors.

008 - Visiting Restrictions. Inmates who have been convicted of offenses against minors may be subject to visiting restrictions.

Chapter 5 - CODE OF OFFENSES

001 - Applicability. This rule applies to all facilities operated by the Department of Correctional Services.

002 - Departmental Policy. All inmates in the custody of or under the supervision of the Department shall be subject to the Code of Offenses. Any violation of the Code of Offenses may result in disciplinary action pursuant to *Chapters 5 and 6*. No conduct of an inmate constitutes an offense unless it is defined as such in the Code of Offenses.

003 - Notice of Code of Offenses. The Warden shall ensure that all inmates are informed of the Code of Offenses. Any changes in the Code of Offenses shall be prominently posted.

004 - Standard of Proof Required. An inmate may be found guilty of a rule violation only when substantial evidence exists that he or she engaged in conduct that fulfills all the necessary elements of the offense. The conduct must be voluntary and be intentional, reckless or grossly negligent. The accused must have had notice that the conduct was proscribed by the Code of Offenses. An inmate may be found guilty of committing an offense, aiding and abetting in the commission of an offense or attempting to commit an offense.

004.01 Aiding and Abetting. An inmate may be disciplined if the institutional disciplinary committee finds that he or she knowingly commanded, induced, procured or aided another person in the commission of the offense. No inmate shall be disciplined if the inmate withdrew from participation in the offense and made a reasonable effort to prevent its commission. In any disciplinary hearing under this section, it is not a complete defense that charges against another inmate were dismissed.

004.02 Attempt. An inmate may be disciplined for attempting to commit an offense if: (1) Acting with the kind of culpability required for commission of such offense, the inmate engages in conduct that constitutes all of the acts necessary for the commission of the offense except its completion; (2) The inmate willfully provides substantial and knowing assistance to a person attempting to commit an offense under the Code of Offenses; or (3) The inmate agrees with one or more persons to engage in or cause the performance of such conduct. An inmate found guilty of an attempt shall be subject to the same penalties that correspond to the offense attempted.

004.03 In a room, bay, school or work area occupied by more than one inmate, an inmate will be presumed to have possession of all items found in that part of the room, bay, work or school area assigned to the inmate, including, but not limited to, the bed, locker, desk, and work station.

NEBRASKA

VISITATION REQUEST FORM

DEPT OF CORRECTIONAL SERVICES

ATTENTION: THIS FORM WILL NOT BE PROCESSED IF MAILED TO THE INMATE

I, _____ INMATE'S NAME _____ NUMBER _____ LIVING LOCATION _____

Request to have the following person placed on my approved visiting list

PLEASE NOTE: Persons 19 years of age and above - (1) must complete and submit an individual Visitation Request Form (VRF) to the Warden; (2) may visit without parent or guardian.

Persons who are 18 years of age or younger - (1) must each have a completed VRF submitted to the Warden; (2) must be accompanied on visit by parent, legal guardian or court appointed agent or other authorized adult (age 19 or above); (3) must submit notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult; (4) parent, legal guardian, court appointed agent or another authorized adult who accompanies said minor must also be on the inmate's approved visiting list. **Minors must have birth certificate to present to pass clerk during first visit.**

THIS SECTION IS TO BE COMPLETED BY THE VISITOR AND NOT BY THE INMATE.

Please Print Clearly or Type All Information Requested.

PLEASE NOTE: Failure to complete all information that is requested may result in a denial to visit.

1) Full Legal Name _____ **ADULT/MINOR**(Circle One)
Last First Middle

Alias Name _____ Relationship to above named inmate _____ (mother, father, friend, etc)

2) Date of Birth _____ 3) Gender M / F 4) Race _____ 5) Marital Status _____

PLEASE NOTE: Social Security Number is mandatory and one form of ID is mandatory - (the acceptable forms of ID are 7-10)

6) *Social Security No. _____ 7) Driver's License No. _____ State: _____

8) State ID: _____ State of ID: _____ 9) Passport ID: _____ Country _____

10) Military ID: _____

11) Present Address _____
Street/P.O. Box/Rural Route City

County State Zip Code 12) Telephone Number

13) Are you now or have you ever been employed by the Nebraska Department of Correctional Services? Yes / No

If "yes," please specify the dates and program/facility assignment.

14) Are you a media representative, in the business of the gathering or reporting news? Yes / No If "yes" please complete the following:

Name of Organization/Business, _____ (Media Credentials required.)

15) Are you presently on the approved list of another inmate in Nebraska? Yes / No If "yes" please complete the following:

Inmate's Name _____ Number _____ Institution _____

Your Relationship to the Inmate _____ (brother, sister, daughter, spouse, etc.)

16) Have you ever been convicted of a felony or misdemeanor or do you currently have charges pending? Yes / No

If "yes," please complete the following for all convictions or pending charges. Use back of form if necessary.

Nature of Offense/Charges Date/Year Convicted and/or Charged

City and State Where Occurred Disposition (Jail, Fine, Probation, Etc.)

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I understand that falsification of this information may result in the denial of visitation privileges.

NOTE: It is the responsibility of the inmate to notify you concerning the disposition of your request.

(VISITOR'S SIGNATURE)

* The disclosure of a social security number is mandatory for those persons who wish to be placed on an inmate's visiting list. This disclosure is requested by the chief executive officer of this facility to enable him/her to *-exercise the discretion granted by Neb. Rev. Stat. /83-186 (1981). Your social security number will be used solely for the purpose of running an NCIC (National Crime Information Center) computer check to verify your identity and to ensure the accuracy of the information you have disclosed on this form.

PROGRAM USE ONLY

UNIT CASE MANAGER/UNIT MANAGER'S RECOMMENDATION

Approve / Deny DATE _____ INITIALS _____

If Disapprove, reason _____

ADMINISTRATOR'S DECISION

Approved / Denied DATE _____

Signature _____

DO NOT REMOVE - FOR PROGRAM OFFICE USE ONLY

Inmate's Name _____ Number _____ Living Location _____

VISITOR'S: _____
Last Name First Name Middle Name

has been Approved / Denied to visit with you. It is the Inmate's responsibility to notify the proposed visitor of the disposition of this form.

REASON DENIED _____ Date: _____ Signature: _____

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

SPECIAL/EXTENDED/EMERGENCY VISIT REQUEST

(CIRCLE ONE)

SECTION 1: (TO BE COMPLETED BY INMATE)

INMATE NAME _____ DATE OF REQUEST _____

NUMBER _____ HOUSING LOCATION _____

DATE REQUESTED FOR VISIT: _____

NAME OF PERSON(S) WHO WANT TO VISIT:

1) _____ RELATIONSHIP: _____

2) _____ RELATIONSHIP: _____

3) _____ RELATIONSHIP: _____

4) _____ RELATIONSHIP: _____

MINOR(S) NAMES/AGES: _____

CITY _____ STATE _____

REASON VISIT IS NEEDED: _____

SECTION 2: (OFFICE USE)

ON INMATE'S VISITING LIST: YES _____ NO _____

ON ANOTHER INMATE'S VISITING LIST: YES _____ NO _____

DATE OF LAST SPECIAL/EXTENDED/EMERGENCY VISIT: _____

APPROVED / DENIED

OF SESSIONS

APPROVED / DENIED

CASE MANAGER/UNIT CASE MGT.

CASE MGT. SUPERVISOR/UNIT ADM.

IF DENIED, REASON _____

MUST SHOW OUT OF STATE IDENTIFICATION: YES _____ NO _____

MUST SHOW PROOF OF MARRIAGE (MARRIAGE CERTIFICATE): YES _____ NO _____

DID VISIT OCCUR?: YES _____ NO _____ DATE _____

**INMATE IMMEDIATE FAMILY
MEDICAL NOTIFICATION FORM**

Date/Time: _____

Message Received by: _____
PRINT STAFF NAME

INMATE IMMEDIATE FAMILY MEDICAL NOTIFICATION FORM

INMATE TO BE NOTIFIED: _____

INMATE NUMBER: _____ LIVING LOCATION: _____

NAME OF NOTIFYING PERSON: _____

TELEPHONE NUMBER OF NOTIFYING PERSON: _____

DECEASED/ INJURED/ ILL (CIRCLE ONE) RELATIONSHIP TO INMATE: _____

NAME OF IMMEDIATE FAMILY MEMBER: _____

WHERE DEATH/ ILLNESS/INJURY OCCURED: _____

WHERE BODY/ PERSON IS PRESENTLY LOCATED: _____

TELEPHONE NUMBER OF FACILITY STAFF WHO MADE VERIFICATION (PRINT) TIME/DATE OF VERIFICATION

INMATE NOTIFIED BY: _____ TIME: _____
PRINT STAFF NAME

STAFF COMMENTS: _____

REVIEWED BY: _____ DATE: _____
UNIT ADMINISTRATOR SIGNATURE

UNIT ADMINISTRATOR COMMENTS: _____

- DISTRIBUTION: WARDEN'S OFFICE
DEPUTY WARDEN
RELIGIOUS COORDINATOR
MENTAL HEALTH
HOUSING UNIT MANAGER
RECORDS OFFICE
SHIFT SUPERVISOR

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
INMATE SUMMARY OF CRIMES AGAINST MINORS

DATE: _____

THE CENTRAL INMATE FILE OF INMATE _____ # _____ HAS BEEN REVIEWED.
THE PRIMARY SOURCE DOCUMENTS: NE-DCS CLASSIFICATION STUDY, FBI RAP SHEET, AND THE PRE-
SENTENCE INVESTIGATION REPORT (PSI) HAVE PROVIDED THE FOLLOWING INCIDENTS:

<u>SOURCE</u>	<u>DATE</u>	<u>AGE</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FILE(S) REVIEWED BY: NAME: _____ FACILITY: _____ DATE: _____

Policy 205.02 Visiting

DISTRIBUTION:

- Central Inmate File (Original)
- Case Management Treatment File (Copy)
- Mental Health File (Copy)

Nebraska Department of Correctional Services Crimes Against Minor-Aged Children

Inmate Name: _____ Number _____

This form is to advise you that you have been identified as an inmate who has committed a crime in which the victim was a minor (under 19 years of age). This identification is based on the criteria in the Policy 205.02, Visiting.

Inmates identified as having committed a crime in which the victim was a minor will be closely monitored by visiting room staff during visitation. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and visitor from the visiting area, and issuance of a Misconduct Report. Penalties imposed against inmates will be consistent with agency disciplinary procedures. Action imposed on visitors will be handled administratively by the Warden.

- _____ No restriction imposed.
Warden Signature Date
- _____ You are to have no physical contact with
Warden Signature Date minor aged visitors.
- _____ Other: _____
Warden Signature Date

In addition to NO physical contact with minor-aged children, the Warden has the authority to impose further restrictions on identified inmates on a case-by-case basis. The boxes marked below indicate further restriction.

- _____ Restrict inmate to visiting minors at identified
Warden Signature Date times and/or designated areas.
- _____ Exclude visitors under the age of 19 from the
Warden Signature Date inmate's approved visiting list.
- _____ Suspend all visiting privileges until the inmate
Warden Signature Date has received treatment intervention.
- _____ Other: _____
Warden Signature Date

Inmate Signature and Number Date

Staff Witness Signature/Title Date

Distribution:
Inmate
Pass Clerk
Inmate Record File
Inmate Treatment File

NEBRASKA DEPARTMENT OF CORRECITONAL SERVICES

VISITOR DELETION

Inmate Name: _____ Number: _____ Unit: _____

REQUEST

Visitor's Name: _____

Inmate's Reason for Request: _____

Date: _____ Inmate: _____
(Signature)

Deletion Processed: _____ Date: _____ By: _____
Unit Staff

Any inmate may request that one or more persons listed on his/her approved visiting list be deleted from that list by completing a Deletion Request form. The deleted visitor's name(s) will not be placed on another inmate's approved visiting list for six (6) months. The deleted visitor's name(s) also will not be reinstated on an inmate's visiting list for six (6) months (if the visitor's name was previously removed at that inmate's direction). A visitor may request deletion by submitting request in writing to the Facility Administrator.

DEPT OF CORRECTIONAL SERVICES

Use this form to request use of a cellular device beyond the front entrance, vehicle sally port or other security access point of a secure institution (NSP, TSCI, LCC, DEC, NCCW, OCC, NCYF, WEC, CCC-L, CCC-O). Complete section A below (attach additional detail, if needed) and applicable section of B, C, D, or E. Print the completed form and submit to direct supervisor.

SECTION A:

NEED - Describe your need to use a cellular device in a secure institution. This request will **ONLY** be considered if a compelling business need is clearly articulated. Specifically, that the need cannot be met without the use of a cellular device. Phone and email availability is not sufficient justification.

Name: _____ Title: _____

Phone Number (10 digit): _____ Brand: _____ Model: _____

IMPACT - What would be the most significant impact if you were not able to use a cellular device in a secure institution?

SECTION B. Multi-User Phone (Check one category)

OD Phone Type of OD: _____

Travel Order/Loaner Storage Location: _____ # Phones in this location: _____

SECTION C. Individually Assigned State Owned Phone (Check one category)

Special Team Use SORT CERT CNT Position on Team: _____

Incident Command Team Member Assigned Role: _____



DEPT OF CORRECTIONAL SERVICES

CELLULAR DEVICE INSTITUTIONAL USE REQUEST

Primary Job Assignment in a Secure Institution Title: _____

Assigned a landline Yes No Assigned a radio Yes No

Assigned an office/work area Yes No Phone used for 24/7 contact Yes No

Primary Job Assignment **Not** in a Secure Institution (includes positions outside the secure perimeter)

Carry a radio at secure insitution Yes No Escorted by inst. staff at all times Yes No

SECTION D: Other State Agency (submit directly to NDCS Director)

Agency: _____ Title: _____

Carry a radio at secure institutions Yes No Escorted by inst. staff at all times Yes No

SECTION E. Contractor Phone

Contractor Phone Start Date: ____ / ____ / 20 ____ End Date: ____ / ____ / 20 ____

Work assignment: _____ Institution: _____

Originator: _____ Date: _____

Supervisor: _____ Date: _____ Approved Denied

Prog Admin: _____ Date: _____ Approved Denied

Director Review

Reviewed By: _____ Date: _____ Approved Denied

HR

Card Printed By: _____ Date: _____

VISITING RESTRICTION GUIDELINES

A	RULE(S) VIOLATED	TYPE OF RESTRICTION		LENGTH OF RESTRICTION				
		GENERAL VISITATION	VIDEO VISITATION**	3 MONTHS	6 MONTHS	1 YEAR	PERM.	
1	Any act that constitutes a violation of Nebraska Revised Statute (NRS) 28.913. The illegal conveyance, or attempt to convey, (1) any deadly weapon or dangerous ordinance as defined by NRS 28.109, or any part of, or ammunition for use in such a deadly weapon or dangerous ordinance; (2) any drug of abuse as defined by NRS 28.416; (3) any intoxicating liquor as defined by NRS 53.103.01 – 53.103.02; (4) money, cellular telephones, two way radios and other electronic communication devices.	X					1 st	
2	Authorized or prescribed medication that is defined as a drug of abuse under NRS 71.2478 (concealed)	X					1 st 2 nd	
3	Unauthorized or non-prescribed medication that is not defined as a drug of abuse under NRS 28.416 (not concealed)	X			1 st		2 nd 3 rd	
4	Unauthorized or non-prescribed medication that is not defined as a drug of abuse under NRS 28.416 (concealed)	X					1 st 2 nd	
5	Possession or conveyance of a pocket-knife (less than 3 inches long), or item that can be used as a weapon	X					1 st 2 nd	
6	Possession of Tobacco products in any form (concealed)	X			1 st		2 nd 3 rd	
7	Nuisance Contraband (i.e., Hemp Bracelets, Watch, unapproved items)	X			1 st	2 nd	3 rd 4 th	
B. INAPPROPRIATE BEHAVIOR/RELATIONSHIPS								
1	Engaging in Sex Acts (Masturbation, Oral Sex, and Intercourse) during a personal visit.	X					1 st	
2	Excessive physical contact with a child for sexual gratification or use of a child to block observation in the commission of a sex act.	X					Visitors present during violation restricted permanently, if found guilty by IDC or outside court, then inmate is restricted from receiving visits for one (1) year.	
3	Excessive physical contact (out of anger or other) while on a visit that could or does result in an Inmate disciplinary committee (IDC) conviction. Based on the severity of the event, a permanent restriction may be given on the first violation.	X			1 st	2 nd	3 rd	
4	Any displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a personal visit.	X			1 st	2 nd	3 rd	
5	Attempting to visit while intoxicated, and exhibits uncooperative or disruptive behavior.	X			1 st	2 nd	3 rd 4 th	
6	Attempting to visit while intoxicated, and exhibits cooperative and non-disruptive behavior.	X			1 st	2 nd	3 rd 4 th	
7	Engaging in any behavior that is disrespectful or disruptive to staff, other visitors, or inmates while visiting an inmate (loud arguing, screaming across the visiting area, using profanity loudly with or without directing it at an individual). Based on the severity of the event, a permanent restriction may be given on the first violation.	X			1 st	2 nd	3 rd 4 th	
8	Any displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a video visit.				1 st	2 nd	3 rd 4 th	
C. VIOLATION OF VISITATION PROCEDURES/PROCEDURES								
1	Falsification of information on a visiting application (VRF) or using false identification to visit an inmate.	X					1 st 2 nd 3 rd	
2	Failure to follow dress code. Poor personal hygiene.	X			3 rd ++	4 th	5 th 6 th	
3	Failure to comply with established shakedown procedures, including an authorized strip search.	X					1 st 2 nd	
4	Failure to stay within a designated area of the institution.	X			1 st	2 nd	3 rd 4 th	

(Revised 12/07/2018)

**Video visitation is not available at all facilities.
 ++For violations 1st & 2nd, verbal warning will be given.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

WORK ETHIC CAMP

VISITOR RULES AND REGULATIONS

VISITOR APPROVAL

1. You must be on an approved visitor list to attend visiting sessions, prior to the visit.
2. Every person wanting to visit, including children and infants, must have an individually approved visiting form on record.
3. Special visits may only occur once a month, and if the visitor is coming from over 200 miles away. (This allows someone to visit on both Saturday and Sunday, instead of the regularly approved day. All other approval regulations apply.) People approved for special visits must already be approved through the normal application process.
4. When entering the facility to visit, visitors must register and show photo ID (state issued ID, driver's license, or military ID) at the Central Control upon arrival.
5. Minor children must be accompanied by a parent, legal guardian or court appointed agent or other authorized adult (age 19 or above). If someone else is going to be bringing the child to visit, the custodial parent, guardian or court appointed agent must provide a signed, notarized letter of permission to the person accompanying the minor child. Minors are considered anyone under 18 years of age. The letter must accompany the minors at the time of visit.
6. No more than four (4) adults may visit at any one visiting period.

VISITOR SEARCHES

1. Any member of the general public, including children and infants, will be searched prior to any visit taking place. Visitors will be required to leave the premises if they refuse to be searched.
2. Visitors will be pat searched (including children and infants) and will be searched with the hand-held metal detector each time they visit.
3. Searches may also include the use of canine units.
4. Diapers worn by infants may be requested to be opened and/or changed.
5. You will be permitted to take only your locker key, infant necessities as outlined below, ID card and necessary medication into the visiting area. All other items (purses, cell phones, back or fanny packs, money, etc.) should be left at home, locked in your vehicle or secured in a visiting locker. Persons at WEC on official business will be allowed to take their briefcase inside the institution after it is inspected.
 - Infant/child necessities apply to children three or under. Necessities include: four (4) disposable diapers; a reasonable amount of unopened food or juice in a clear plastic containers (no glass containers); two (2) clear plastic formula-type baby bottles which hold milk or juice; one (1) clear plastic sipping cup; eight (8) wet wipes inside a clear bag, one (1) receiving blanket, one (1) teething instrument, and two (2) toys of a simple, non-weapon, plastic type for pre-school age. Bottles will be opened and filled from an unopened milk/formula/juice carton in the presence of staff. No stuffed toys or dolls are allowed
 - No food is allowed to be brought into the facility for older children or adults, including visitors and inmates.
 - Approved medications allowed into the visiting area include heart and asthma medication. Medication must be in original containers and staff must be notified that it is on your person.

DRESS CODE

Appropriate clothing and proper hygiene are required of all visitors. When visiting WEC, casual attire is appropriate. However, clothing should not be distracting or offensive to offenders/inmates or other visitors, and must be in good repair (footwear in good repair is required; open toe shoes are allowed.) The following modes of dress are appropriate for visitation at WEC.

1. Visitors must wear undergarments. Visitors may not wear multiple layers of undergarments. Females must wear one bra and one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear one pair underwear/undershorts.
2. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.
3. Shorts or skirts/dresses are permitted for adult visitors if they are at or below the knee when standing.
4. Shirts and dresses must cover the shoulders. Shirts/dresses shall not be low-cut in the front (no cleavage may be visible) or unusually low-cut in the back.
5. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.
6. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
7. Clothing is tight fitting (clothing will be considered tight fitting if it reveals the outline of genitalia or the areola), revealing, or made of see-through fabric shall not be allowed.
8. Clothes will be expected to be in good repair with no rips, tears, or pockets that are torn to allow access beneath the garment.
9. Hats, headbands, hooded clothing or outerwear are not allowed. Clergy are permitted to wear religious headwear.
10. Cell phones, watches, exercise trackers, and similar devices are not permitted.

Female visitors are encouraged to wear slacks/pants. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; staff will perform the pat search through the aforementioned clothing.

VISITING PROCEDURES

1. Visitors and offenders/inmates will follow staff directives or the visit may be terminated.
2. If you have any health problems or other type of problem, please notify staff immediately.
3. Inmates are not allowed to receive cash, money, documents, or any other property from a visitor during visiting.
4. Monitor your children and keep them under control. WEC is not responsible for supervising children or for any accidents/injuries. Corporal punishment used to discipline children will not be allowed.
5. Please keep noise and conversation levels at a minimum so that other visitors are not disturbed.
6. Please conduct your visit in a manner that is not disruptive or discourteous to others and that does not jeopardize the safety, health, or welfare of the other visitors.
7. If you leave the visiting area during the visit, your visit will be concluded (except designated restrooms).
8. As noted above, you are not allowed to bring food items or have them delivered to the institution.
9. You must clean up your visit area and properly dispose of any trash before leaving the institution/grounds.
10. Inmates that leave the visitation area during a visit will submit to a strip search before leaving A building and upon reentering A building.
11. Any visitor causing a disruption and refusing to leave the premises will be referred to law enforcement.

PHYSICAL CONTACT

Visitors, offenders/inmates must accept responsibility to behave in a mature, responsible manner, respectful of the rights of other offenders/inmates and their visitors.

Physical contact shall be limited to:

1. A short embrace and/or brief kiss at the beginning and end of the visit.
2. No caressing, kissing, fondling.
3. Holding hands in plain view, with hands on top of the table.
4. Offender/inmate and visitor(s) sitting next to each other but not on each other's laps. Bodies are to be squared to the table.
5. No straddling of chairs, intertwining of legs or feet on any chairs.

Staff is authorized to immediately terminate a visit if hands are not visible or any inappropriate conduct or physical contact takes place.

Offenders/inmates may be permitted to hold children, age five (5) and under, during visits. No other exceptions to this provision shall be made.

GENERAL

1. All unoccupied vehicles are to be secured while on state property.
2. Tobacco products may not be used anywhere on the grounds (or in the parking lot) of WEC. Tobacco must be secured in the visitor's vehicle and will not be brought into the facility.
3. Individuals waiting for visitors to finish their visit must leave the facility grounds and are not permitted to loiter in the parking lot or by the yard areas.
4. In the event a visitor requires the use of a service pet, request must be submitted to the Warden who will receive approval by the ADA Coordinator. All items for the service animal will be subject to search.

Further visitation information regarding procedures and regulations will be provided upon request to the Warden/designee.

EMERGENCIES

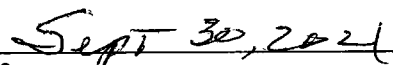
In case of severe weather, tornado, fire or other emergencies, please follow all directives given by staff. Shelter is available inside the institution. We ask that you please remain in designated areas so that staff may account for all offenders/inmates and visitors.

VIOLATIONS

Violation of visitation rules will not be permitted. If you do not comply with the rules, your visit will be terminated and future visits may be suspended or cancelled. All relevant Policies and Procedures shall also apply to visiting procedures at WEC.



Pamela Morello, Warden



Date

Effective: June 4, 2001
Revised: January 26, 2010
Revised: October 21, 2010
Revised: January 18, 2010
Revised: January 19, 2012

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